

Please take a moment to review the following procedures for renting equipment. Providing all of this information in advance will allow us to move quickly when you request a rental machine.

### #1 INSURANCE

Beck Equipment will need to confirm that you have adequate insurance coverage to rent our equipment.

These are the minimum insurance requirements:

**General Liability \$1,000,000 per occurrence and \$2,000,000 aggregate**

**Physical damage coverage with a maximum of \$1,000 deductible.**

**Beck Equipment Inc must be listed as an additional insured and loss payee.**

We prefer to see a "leased / rented equipment" blanket policy or an inland marine policy that covers any / all of the equipment you rent. If your policy will only cover a specific machine for a limited time, be aware that you will need to contact your insurance company each time you rent and when the machine is returned.

**Evidence of your insurance coverage is required in advance for all equipment rentals.**

### #2 SALES TAX

All customers must have the appropriate sales tax exemption forms on file in our office or pay sales tax.

Exemptions are allowed for:

**Farmer's / Horse Boarding** - FORM ST-125

**Resellers-** FORM ST-120

**Non profit / Government Organizations** – FORM ST-119.2

**Exempt Use** (Production, mining, logging) FORM ST-121

**Contractors-** *In general all contractors must pay sales tax on all rentals, parts and repairs.* In the rare occurrence that a contractor is working on a project for a qualified nonprofit organization or governmental agency you may qualify for an exemption, but NYS Tax FORM ST-120.1 must be completed, signed and fully complied with. Please also see the following for NYS Tax FORM ST-120.1: **Caution:** Contractors may **not** use this certificate to purchase services tax exempt unless the services are resold to customers in connection with a project. Construction equipment, tools, and supplies purchased or rented for use in completing a project but that do not become part of the finished project may not be purchased exempt from tax through the use of this certificate.

**It is the customer's responsibility to keep adequate records to confirm tax exempt status.**

In all cases you must provide the paperwork to you sales person **before the contract is written.** If the information is not received in a timely manner, you will need to pay the sales tax and apply to NYS for a sales tax credit.

### #3 SIGNED CONTRACTS

All rental contracts must be signed before the equipment can be picked up or released to the customer. This can be done by fax, text, email, or in person.

We at Beck Equipment greatly appreciate your cooperation. We are subject to audits by our insurance company, the bank that holds our equipment financing, and NYS sales tax. As business people, I am sure you understand that it is mandatory for us to enforce the above rules.

***As always, we appreciate your past business and look forward to all of our continued successes.***